



LOCAL HISTORIC AND CONSERVATION DISTRICTS

HISTORIC PRESERVATION COMMISSION

Commission Review Checklist for Certificate of Appropriateness

Variance Recommendation Request

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the PDF file size does not exceed 10 MB. For questions, email preservationquestions@thempc.org or call 912-651-1440. Do not email questions to historic@thempc.org. If email is not available, contact the office for alternate arrangements.

Detailed checklists of items required to be submitted for each type of project are supplemental to this application. Each item must be checked off and a page number where the item is located must be noted and included with the application in **PDF format**. The applicant must sign the affidavit, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. **Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing.** The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

VARIANCE(S).

The City of Savannah Historic Preservation Commission (HPC) must provide a recommendation to the City of Savannah Zoning Board of Appeals (ZBA).

When reviewing a variance recommendation request, a finding shall be made by the City of Savannah Historic Preservation Commission (HPC). The below criteria shall be the basis for recommendation of a variance. If there is noncompliance with at least one of the criteria below, the recommendation shall be for denial.

☐ **REQUIRED Pre-Application Conference** (Sec. 3.19.4.a. of the zoning ordinance)

Date attended and with which staff member: _____

☐ Provide electronic payment receipt and indicate amount: \$ _____

☐ Page No. _____: Written description of the variance request (include the entire text of the standard and the section within the ordinance).

☐ Page No. _____: Written description of how each review criterion is met for a variance request:

- ☐ By reason of unusual circumstances, the strict application of the Design Standards would result in exceptional practical difficulty or undue hardship upon any owner of any specific property.
- ☐ The variance shall remain in harmony with the general purpose and intent of the Design Standards so that the architectural or historic integrity or character of the property shall be conserved, and substantial justice done.
- ☐ General Consistency: The variance shall be consistent with the intent of this Ordinance and the Comprehensive Plan, and shall not be injurious to the neighborhood or otherwise detrimental to the public health, safety, or welfare.
- ☐ Special Conditions:
 - ☐ Special conditions and/or circumstances exist which are peculiar to the land, buildings, or structures involved and which are not applicable to other lands, buildings, or structures in the same Zoning District;
 - ☐ The special conditions and/or circumstances do not result from the actions of the applicant; and

- ☐ The special conditions and/or circumstances are not purely financial in nature so as to allow the applicant to use the land, buildings or structures involved more profitably or to save money.
- ☐ Literal Interpretation: Literal interpretation of the provisions of the regulations would deprive the applicant of rights commonly enjoyed by other properties in the same Zoning District under the terms of the Ordinance and would result in unnecessary and undue hardship on the applicant.
- ☐ Minimum Variance: The variance, if granted, is the minimum variance necessary to make possible the reasonable use of land, buildings, or structures.
- ☐ Special Privilege Not Granted: The variance would not confer on the applicant any special privilege that is denied by this Ordinance to other lands, buildings, or structures in the same Zoning District.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ Date: _____

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1. Complete, signed application
2. Complete, signed checklist for each request
3. Checklist documentation
4. Payment receipt

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